

**State of California
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH- Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487-543-5157-		Unit HR-Position Control		
Class Title Staff Services Analyst (SSA)		Location Human Resources		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the Staff Services Manager I (Payroll, Benefits, Return to Work Manager), the Staff Services Analyst performs the more responsible, varied and complex technical work in the areas of Classification and Pay and Position Control.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
40%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Budgetary/Position Control</p> <p>Establish or move budgeted positions and special salary expenditures based on budget, allocations and/or management decision.</p> <p>Project blanket expenditures, encumber blanket funds; monitor monthly expenditures of overtime and temporary help blankets.</p> <p>Assist the Associate Personnel Analyst in processing established positions requests via Change in Established Positions form or Std 607s; monitor status and approval/denial involving Department Of Finance (DOF), Budget Management Branch (BMB), State Controller's Office (SCO) and Department of State Hospital (DSH) Headquarters. Collect/complete accurate data to produce required reports: Budget Summary report, Hospital Position Control Report, Periodic Reports, Overtime Report, Activity Report, Blanket Expenditure report, Hiring Projection Report to Accounting, FMLA Report, Seniority Report, Monthly Retirement Report and Vacancy Report utilizing Management Information Retrieval System (MIRS)</p> <p>Annually assist in preparing the Schedule 8 Summary and detailed tabulation (Reconciliation of position and payroll rosters of all positions)</p>

Maintenance of position roster by comparing roster to position reports utilizing Hospital Position Control Reports and reports available from View Direct. Establishing new position allocations via Std 607. Provide BMB updated Pay Scales and Blanket Balance Report.

45%

Classification and Pay

Coordinate, approve and disapprove submitted Request for Position Action (RPA) (SH3001) to determine vacancy, time base and tenure of positions to be filled are appropriate.

Ensure a Duty Statement, with Essential Functions, Organizational Chart and Justification is attached. Review duty statement to ensure duties are appropriate for classification being filled. Route RPA packet for required signatures (Hospital Administrator, Clinical Administrator, Department Head, Human Resources Director, Etc.) Assign control number for tracking purposes

Track and verify management approval, certification/list clearance by Exams and Selection Services. Work with Reception staff on pre-employment physical examinations and DOJ clearances. Review appointment eligibility. Make salary determination and salary exemptions as needed.

Keep organizational charts updated when paperwork (RPAs) are submitted. Provide updated org charts continuously with various departments within the facility and as requested by other agencies.

Contact other facilities for A01 appointment inquiries when needed.

Review all out-of-class/acting assignments requests submitted to ensure proper compensation is given to employees. Verify and track prior out-of-class assignments/acting assignments and review bargaining unit agreements to ensure contract and CalHR guidelines are followed.

As assigned, perform classification and pay audits; analyze requests for reclassification of positions.

Review Pay Letters issued by CalHR to determine if information contained in the pay letters affects the facility and to distribute information to the HR Director, Personnel Officer, Benefits Manager, Transaction Supervisors and/or Transactions Staff.

Audit PARS on a daily basis. Works with Personnel Specialists and Personnel Supervisors to ensure corrections are done in a timely manner.

MARGINAL FUNCTIONS

Provides support to the Associate Personnel Analyst, Payroll, Benefits Manager, Personnel Officer and Human Resources Director and completes special project/assignments as needed.

15%

Works with Personnel Supervisors in salary determination and apply appropriate salary rules when needed.

Requests Date of Entitlement and Salary Exemption to SCO as needed.

Assist in preparing Paid Union Leave (PUL) paperwork quarterly to Accounting.

All other duties and special projects as assigned consistent with this classification

Other Information	<p>SUPERVISION RECEIVED</p> <ul style="list-style-type: none"> • Under the general direction of the Staff Services Manager I (Benefits and Return to Work Manager) <p>SUPERVISION EXERCISED</p> <ul style="list-style-type: none"> • <u>None</u> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Applying principles and practices public personnel management; classification and pay principles used in analyzing and describing positions, establishing proper salary level, and conducting classification and pay surveys; principles, practices and trends of public administration, and organization and management</p> <p>ABILITY TO: Perform research in various personnel fields; interpret and apply law, rules, standards, and procedures; develop and administer training programs when needed; analyze and solve difficult technical personnel problems; maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; assist in training subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p>Physical Abilities Required:</p> <ul style="list-style-type: none"> • Prolonged periods of standing, bending, sitting, kneeling. • Periodically work in patient populated areas. • Climb up/down stairs and walk on uneven surfaces. • Work in a confined/restricted environment. • Use a computer keyboard several hours a day. • Read from computer screens several hours a day. • Must be able to function rationally, coolly and deliberately under pressure situations in order to reach the best solution. <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification.</p>
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Interpersonal Skills

- Interact successfully in a team environment.
- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

SITE SPECIFIC COMPETENCIES

- Knowledge of Personnel Policies, laws, rules and regulations. Coordinate the hiring process through the use of RPA form.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Familiarity with automated systems.
- Applies and demonstrates knowledge of Microsoft Windows, Microsoft Word, Outlook, Access, Excel and PowerPoint

LICENSE OR CERTIFICATION

- **Not Applicable**

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

State of California
DUTY STATEMENT

Department of State Hospitals

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5408 Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH-Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487-543-5142-		Unit HR-Position Control		
Class Title Assoc Personnel Analyst- APA		Location Human Resources		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

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% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
45%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Budgetary/Position Control</p> <p>Establish or move budgeted positions and special salary expenditures based on budget, allocations and/or management decision.</p> <p>Project blanket expenditures, encumber blanket funds; monitor monthly expenditures of overtime and temporary help blankets.</p> <p>Process established positions and reclassification requests via Change in Established Positions form or Std 607s; monitor status and approval/denial involving Department Of Finance (DOF), Budget Management Branch (BMB), State Controller's Office (SCO) and Department of State Hospital (DSH) Headquarters. Collect/complete accurate data to produce required reports: Budget Summary report, Hospital Position Control Report, Periodic Reports, Overtime Report, Activity Report, Blanket Expenditure report, Hiring Projection Report to Accounting, FMLA Report, Seniority Report, Monthly Retirement Report and Vacancy Report utilizing Management Information Retrieval System (MIRS)</p> <p>Annually prepares the Schedule 8 Summary and detailed tabulation (Reconciliation of position and payroll rosters of all positions)</p>

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Audit PARS on a daily basis. Works with Personnel Specialists and Personnel Supervisors to ensure corrections are done in a timely manner.

MARGINAL FUNCTIONS

Provides support to the Benefits Manager, Personnel Officer and Human Resources Director and completes special project/assignments as needed.

10%

Works with Personnel Specialists and Personnel Supervisors in salary determination and apply appropriate salary rules when needed.

Annually prepares Governing body report.

Prepares materials and conduct Supervisory Training (SB 409) twice a year.

Prepares Classification and/or Certification Action or Std 625 packets for Retired Annuitant requests as needed

Requests Date of Entitlement and Salary Exemption to SCO as needed.

Prepare Paid Union Leave (PUL) paperwork quarterly to Accounting.

All other duties and special projects as assigned consistent with this classification

Other
Information

SUPERVISION RECEIVED

- Under the general direction of the Staff Services Manager I (Benefits and Return to Work Manager)

SUPERVISION EXERCISED

- NONE

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Applying principles and practices public personnel management; classification and pay principles used in analyzing and describing positions, establishing proper salary level, and conducting classification and pay surveys; principles, practices and trends of public administration, and organization and management

ABILITY TO: Perform research in various personnel fields; interpret and apply law, rules, standards, and procedures; develop and administer training programs when needed; analyze and solve difficult technical personnel problems; maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; assist in training subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

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- Must be able to function rationally, coolly and deliberately under pressure situations in order to reach the best solution.

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CPR

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LICENSE OR CERTIFICATION

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